

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, US ARMY MEDICAL DEPARTMENT ACTIVITY**  
**Fort Carson, Colorado 80913-4604**

MEDDAC Regulation  
No. 40-61-2

APR 14 2003

Medical Services

**LINEN DISTRIBUTION**

Supplementation of this regulation is prohibited

**History.** This regulation supersedes MEDDAC Regulation 40-61-2, dated 15 October 2001. This revision is the fourth printing.

**Summary.** This regulation covers the responsibilities, objectives and procedures of the Material Management Branch (MMB) pertaining to linen distribution at USA MEDDAC, Fort Carson, CO 80913.

**Applicability.** The policies and procedures established in this regulation apply to all personnel assigned to the Material Distribution Section (MDS) and all other activities utilizing the service provided by this section.

**Proponent and exception authority.** The proponent of this regulation is the Material Branch, Logistics Division. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling directives.

**Army management control process.** This regulation is not subject to the requirements of AR 11-2, as it contains no internal management control provisions. Procedures set forth in this publication are not to conflict with those outlined within AR 40-61. Where such procedures do

**TABLE OF CONTENTS**

Purpose - Page 1  
References - Page 1  
Scope - Page 1  
Responsibilities - Page 1  
Definitions - Page 2  
General Policies and Procedures - Page 2  
Distribution of Clean Linen - Page 2  
Contaminated and Soiled Linen Processing - Page 2  
Linen Repair - Page 3  
Linen Management Committee - Page 3

1. **Purpose.** This regulation establishes the responsibilities, objectives and procedures for the accomplishment of linen distribution throughout the MEDDAC complex, and all outlying activities supported by MEDDAC.


2. **References.** AR 40-61, Medical Logistics Policies and Procedures.

conflict, the above regulation will have priority and guidelines set forth therein will be followed.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Chief, Logistics Division, ATTN: MCXE-LOG-MB, Fort Carson, CO 80913-4604.

FOR THE COMMANDER:

OFFICIAL:

  
JAMES W. DAVIDSON  
MAJ, MS  
Deputy Commander for  
Administrative Services

  
JOEL SUNDQUIST  
GS12, DAC  
Chief, Administrative Services

DISTRIBUTION:  
B

3. **Scope.** This regulation is applicable to all personnel assigned to the Material Distribution Section, all personnel assigned to MEDDAC and all patients utilizing linen services.

4. **Responsibilities.**

a. The Chief, Materiel Management Branch (MMB), is the Linen Management Officer. The Chief must review all contract amendments and specifications to ensure all MEDDAC's linen requirements are being met satisfactorily.

b. The NCOIC of MMB and the Materiel Handler Leader in MDS are responsible for the implementation of policies and procedures involved with the proper management of linen within the MDS.

c. The MDS will:

(1) Perform collection and delivery of soiled and clean linen from activities located in the hospital complex and prepare it for pick-up by the linen contractor. Activities located outside the hospital complex must collect and deliver the soiled linen to the Soiled Linen Room, Room 0706.

(2) Perform clean linen receiving operations from the linen contractor to include sorting, screening for repairs, storing or delivering linen, and issuing it to users outside the hospital complex.

(3) Account for linen and initiate requisitions for the procurement of the same.

(4) Be responsible for inventories and reports.

d. Linen customers are responsible for the following:

(1) Keeping linen storage areas secure when not in use.

(2) Correcting conditions that invite theft, or unauthorized use of linen.

(3) Ensuring corrective action is taken when misuse and abuse of linen is discovered.

(4) Establishing realistic stockage levels within their areas.

(5) Preventing the stockpiling of linen.

(6) Monitor daily usage of linen.

## **5. Definitions.**

a. Hospital/Clinic Linen - Linen used within the medical treatment facility in direct or indirect support of patient care.

b. Infectious Linen - Linen that can no longer be used until washed and processed by laundering. All soiled linen within the hospital is considered infectious and handled likewise.

c. Intensive Management Item - Hospital linen items that prove to be highly pilferable will be designated for intensive management. Items which exceed the unexplained loss standard will be so designated. This listing will be reevaluated by the Linen Management Committee.

d. Linen Weight System - Linen within this facility is managed under the Linen Weight Management system and is based on weighing versus counting linen to verify issues and turn-ins. This system serves as a supplement to the

physical inventory system (i.e., verification by actual count) not as a replacement.

## **6. General Policies and Procedures.**

a. Blue and white sheets and pillowcases are used on all wards. Green linen will be used in the OR, CMS, Labor & Delivery, and other surgical activities only.

b. Hospital linen items will be used solely for the care and welfare of patients and for medical training. Hospital linen will not be loaned to unauthorized activities, by using activities nor will it be diverted for personal use.

c. Using activity personnel will take all necessary precautions to ensure that equipment, tools, or other supply items are not discarded with soiled linen.

d. Precautions will be established to ensure that linen in wards and/or clinics is protected against contamination and pilferage. A daily inventory check by wards and other using activities is a necessity.

e. Uniforms other than surgical scrubs will be exchanged and handled by the Uniform Exchange Room, Room 0400, in accordance with policies established by Chief, Logistics Division and Chief, Materiel Management Branch.

## **7. Distribution of Clean Linen.**

The materiel warehouse workers will receive clean linen from the laundry contractor. It will be sorted as to type and placed on shelves in the spacesavers located in room 0600. Linen will be issued IAW one of the following procedures:

a. Clean linen carts will be collected Monday – Friday, 0600 – 1430 hours and restocked. Using activities will establish a stockage level and linen carts will be stocked daily in accordance with the established stockage level as determined IAW with paragraph 4.d.(4). Requests for additions to linen stockage levels will be submitted on a memorandum to the Chief, MMB. Approved additions will be incorporated into the established stockage level.

b. Troop Medical Clinics and Dental Clinics will have their clean linen delivered on a weekly schedule by an MDS supply person and a DENTAC representative.

c. Requests for emergency resupply of linen can be made telephonically.

## **8. Contaminated and Soiled Linen Processing.**

a. Soiled linen will be collected and transported from the soiled utility rooms by MDS personnel, Monday - Saturday. Linen customers should first dispose of soiled linen in laundry bags and then put laundry bags in carts located in Soiled Utility Rooms. MDS personnel who collect dirty linen will wear appropriate protective clothing, i.e. gowns, gloves, masks, and/or goggles.

b. Wet linen will be placed in impervious plastic bags at the point of generation. Soiled linen which may provide a possibility of leakage will be double bagged.

9. **Linen Repair Section.** The Fabric Worker will fabricate special items of linen as required by customers. All requests for fabrication must be approved by the Chief, MMB. Routine repair and alterations of medical wearing apparel will be made by the Fabric Worker.

10. **Linen Management Committee.** Local linen management policy will be developed through the Fort Carson MEDDAC Linen Committee IAW AR 40-61, composed of the DCA (Chairperson), Chief, Logistics Division, Surgical Careline Representative, Primary Careline Representative, Nurse Methods Analyst, Infection Control Officer, Linen Services Contracting Officer, Chief, MMB and others as determined by the DCA. The committee will meet at least semiannually to review linen management policies and linen inventories.